



DEPARTMENT OF EDUCATION

P.O. BOX 83720  
BOISE, IDAHO 83720-0027

DR. MARILYN HOWARD  
STATE SUPERINTENDENT  
PUBLIC INSTRUCTION

**MEMORANDUM of AGREEMENT**  
for  
**Criminal History Check Internet Use**

**NOTE:** Public Schools (including Charter Schools), Private/Parochial Schools and Bus Companies are all considered **SCHOOL DISTRICTS** for the purpose of this Memorandum of Agreement.

School District Name \_\_\_\_\_ District Number \_\_\_\_\_, hereinafter referred to as "district," by and through the undersigned, in consideration for the right to use the Criminal History Check Internet site, compiled and maintained by the Idaho State Department of Education, hereby agrees as follows:

1. That the purpose of the Internet site is to provide criminal history check information for the use of public school districts (including charter schools), private/parochial schools and bus companies to review the individual solely for the purpose of determining whether the individual has been convicted of a criminal offense that might prohibit the user, under state law or district policy, from employment.
2. That the district shall maintain security and confidentiality of information obtained from this Internet site and shall not use the information obtained from the Internet site for any other purpose other than screening employees, including substitute teachers.
3. That the district be responsible for reviewing district files to ensure completion of the criminal history check within six (6) months from the open date as listed on the Internet site.
4. That the district shall notify the State Department of Education in writing when either of the following occurs:
  - a. a former substitute teacher becomes a part-time or full-time employee of the district.
  - b. an employee, other than a substitute teacher, has a break in continuous employment.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Chairman / Designee  
Board of Trustees

When the original agreement is signed and returned to the State Department of Education Background Records Office, the district password will be issued and access to the criminal history check Internet site will become available to the superintendent or designee in the above named district.

Questions should be submitted to:

Shannon Haas  
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Bureau of Certification/Professional Standards  
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